

AA221.06 Shipping instruction

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1. General information

This instruction defines the delivery conditions for all suppliers of IGP Pulvertechnik AG. Our delivery conditions are based on the INCOTERMS 2010. These instructions are valid for all suppliers/ freight forwarders and has to be applied to all deliveries with a gross weight of more than or equal to 31.5 kg, quantities below this weight are parcel shipments (see point 3).

2. Delivery address

The delivery address should be copied according to the address stated in our purchase order. If no address was stated the delivery address is as follows:

IGP Pulvertechnik AG
Ringstrasse 30
9500 Wil / Schweiz

receiving hours for deliveries are Monday to Thursday from 7.00 – 12.15 and 13.00 – 17.00 o'clock. For deliveries on Friday receiving hours are: 7.00 – 12.15 and 13.00 – 14.00 o'clock. Please forward these instructions if deliveries are made by a third parties.

3. Delivery of parcels

The use of a courier express delivery service ensures delivery on an agreed date and simplifies invoicing. Parcel shipments for IGP Pulvertechnik AG are possible with DHL, TNT, Post, FedEx or UPS. If you require further information please contact: [procurement\(at\)igp-powder.com](mailto:procurement(at)igp-powder.com).

4. Customs clearance

For import custom clearance please contact one of our designated custom clearance agents, Gebrüder Weiss or Gerlach. Further information and conditions are as follows. Should you require further informations do not hesitate to contact [procurement\(at\)igp-powder.com](mailto:procurement(at)igp-powder.com).

Our VAT number	:	CHE-102.681.210
ZAZ account number	:	8527-4
DUNS number	:	48-063-0748
German VAT number	:	DE236041850

Gebrüder Weiss

GEBRÜDER WEISS AG, Transport & Logistik, Wertfstrasse 1, CH 9423 Altenrhein

Instruction for Import Costum Clearance with Gebrüder Weiss

For the costumes clearance we need all documents 1 day before the truck will cross the border.
We need the document to check whether a customs clearance is possible.
Should we not received the papers we can't guarantee the timely dispatch.

TO: grenzverzollung.altenrhein@gw-world.com
CC: our partner at the border (see attached partner list)
Subject: Border/Importer/Date of Delivery
 For example-> Kreuzlingen/Muster GmbH /20.02.
Attachment: MRN + Invoice + EUR1 in Copy

The costumes clearance will be prepared by Gebrüder Weiss and after them we send it per mail to our partner at the border who'll do the paperhandling for us with the driver and also with the Swiss Costum'!

The handling cost we will provide you with 15.- CHF charged.

Contact Person: Aileen Gammerer, T: +41 58 458 5545

Partner List:

<i>Custom Office</i>	<i>Address</i>	<i>Agency</i>	<i>Phone</i>	<i>Opening Hours</i>	<i>Mail</i>
St. Margrethen	Gebrüder Weiss AG	CH003091	Fr. Gutierrez-Perez	07:30 bis 17:30 Uhr	grenzverzollung.altenrhein@gw-world.com
	Abteilung Zoll Altenrhein		T+41.58.458.5544		
	Wertfstrasse 1		F+41.58.458.5540		
	CH-9423 Altenrhein				
Pratteln	Gebrüder Weiss AG	CH001731	Herr Arabaci	07:30 bis 17:30 Uhr	grenzverzollung.basel@gw-world.com
	Abteilung Zoll Pratteln		T+41.58.458.5070		
	Dürrenhübelstrasse 4		T+41.58.458.5079		
	CH-4133 Pratteln		F+41.58.458.5079		
St. Margrethen	Gebrüder Weiss AG	CH003091 AT930600	T+41.58.458.5330	07:30 bis 17:30 Uhr	31vtstm@gw-world.com
Höchst	Grenzstrasse 24		F+41.58.458.5340		
	CH-9430 St. Margrethen				
Au	Gebrüder Weiss AG c/o Gebrüder Weiss GmbH	CH003081 AT930300	T+41.58.458.5300	07:30 bis 17:30 Uhr	31vtzollau@gw-world.com 01vtgrenzelustenau@gw-world.com
Lustenau	Reichstrasse 28		F+41.58.458.5309		
	AT-6890 Lustenau				
Au	Gebrüder Weiss AG c/o Gebrüder Weiss GmbH	CH003031 AT930300	T+43.5574.696.1257	07:30 bis 17:30 Uhr	01vtgrenzewolfurt@gw-world.com
Wolfurt	Senderstrasse 26		T+43.5574.696.1259		
	AT-6960 Wolfurt		F+43.5574.696.1182		
Schaanwald (FL)	Gebrüder Weiss AG c/o Gebrüder Weiss GmbH Grenzübergang	CH003201 AT920400	T+43.5574.696.2860	07:30 bis 17:30 Uhr	grenzstelletisis@gw-world.com
Feldkirch-Tisis	AT-6800 Feldkirch-Tisis		F+43.5574.696.2765		

Custom Office	Address	Agency	Phone	Opening Hours	Mail
Basel	Gebrüder Weiss AG	CH001801 DE004055	T+41.58.458.5180	07:30 bis 17:30 Uhr	zstbaselimport@gw-world.com
Weil-Autobahn	Basel/Weil Import		T+41.58.458.5181		
Import	Büro 406 Importgebäude GZA Basel/Weil- Autobahn		F+41.58.458.5188 F+41.58.458.5189		
	CH-4019 Basel				
Basel	Gebrüder Weiss AG c/o Balimpex AG Deklarantengebäude	CH001841	T+41.61.327.9999	07:00 bis 12:00 Uhr	info@balimpex.ch
St. Louis	Basel/St. Louis- Autobahn		F+41.61.327.9990	13:00 bis 17:00 Uhr	
Autobahn	CH-4013 Basel				
Basel	Gebrüder Weiss AG c/o Zollprofis AG Neudorfstrasse 90	CH001841	T+41.61.227.9530	07:00 bis 12:00 Uhr	zp.stl@zollprofis.ch
St. Louis	CH-4056 Basel		F+41.61.229.9539	13:00 bis 17:00 Uhr	
Autobahn					
Rheinfelden (CH)	Gebrüder Weiss AG c/o Grenzzoll GmbH N3- A98 im Zollamt	CH001921 DE004062	T+41.61.831.4784	07:00 bis 17:00 Uhr	rheinfelden@grenzzoll.ch
Rheinfelden (DE)	GZA Rheinfelden		F+41.61.831.4785		
Autobahn	CH-4310 Rheinfelden				
Zürich	Gebrüder Weiss AG	CH002771	T +41.58.458.5200	07:30 bis 17:30 Uhr	air-sea-zuerich@gw-world.com
Flughafen	Frachthof West		F +41.58.458.5248		
	Postfach 388				
	CH-8058 Zürich- Flughafen				
Stein AG (CH)	Gebrüder Weiss AG c/o Streck Transport AG	CH001591 DE004209	T+49.7761.4660	07:00 bis 17:00 Uhr	beate.rosler@streck.ch werner.riegler@streck.ch
Bad Säckingen (DE)	Zollgebäude DE79713 Bad Säckingen		F+49.7761.4630		
Koblenz	Gebrüder Weiss AG c/o Eckert Transport AG	CH002041 DE004208	T+49.7751.898.0213	07:00 bis 17:30 Uhr	info@eckert-transport.ch
Waldshut	Liese-Meitner-Ring 1		F+49.7751.898.0219		
	DE-79761 Waldshut- Tiengen				
Thayngen	Gebrüder Weiss AG c/o Frey GmbH Haus der Spedition	CH002471 DE004101	T+49.7734.6541	07:00 bis 17:30 Uhr	info@frey-verzollungen.de
Bietingen	Zollstrasse 33 DE-78244 Gottmadingen- Bietingen		F+49.7734.2045		
Kreuzlingen	Gebrüder Weiss AG c/o Relatra AG	CH002621 DE004005	T+41.71.677.4121	07:00 bis 17:30 Uhr	import@relatra.ch
Konstanz	GZA Autobahn Kreuzlingen/Konstanz		F+41.71.672.1415		
Autobahn	CH-8280 Kreuzlingen				
Stabio	Gebrüder Weiss AG c/o Transit Team SA	CH004281 IT272102	T+41.91.647.2531	07:30 bis 17:30 Uhr	irene.cereghetti@transitteam.ch
Gaggiolo	Via Gaggiolo 57 CH-6855 Stabio		F+41.91.647.2532		
Chiasso	Gebrüder Weiss AG c/o Carugati SA Via Brodega 3	CH004181 IT119102	T+41.91.695.1850	07:30 bis 18:30 Uhr	dogana.miele@carugatisped.ch dogana.branccatisano@carugatisped.ch
Strada	CH-6830 Chiasso		F+41.91.683.0136		
Domodossola	Gebrüder Weiss AG c/o Transbrig AG Via Sempione 43	CH005081 IT275105	T +41.91.695.1850	07:30 bis 17:30 Uhr	gondo@transbrig.ch
Gondo	CH-3907 Gondo		F +41.91.683.0136		
Meyrin	Gebrüder Weiss AG c/o Gefco (Suisse) SA	CH006021 FR004020	T+41.22.753.9945	07:00 bis 12:00 Uhr	michele.vincent@gefco.ch
Genève-Route	Rue des Sablières 12		F+41.22.341.2975	13:00 bis 17:00 Uhr	
St. Julien	CH-1217 Meyrin				
Bardonnex					
Vallorbe-Route	Gebrüder Weiss AG c/o Pesa SA	CH005441	T+41.21.843.3965	07:30 bis 12:00 Uhr	vallorbe@pesa-chavornay.ch
Pontarlier	Douane de Vallorbe- Route CH-1337 Vallorbe		F+41.21.843.3970	13:30 bis 17:00 Uhr	

Gerlach

Gerlach-Büro	Generelle E-Mail-Adresse
Sales & Marketing	sales.gerlach@ch.gerlachcs.com
Zentrale Abrechnung	zentr.abrechnung@ch.gerlachcs.com
Bardonnex	gerlach-bardonnex@ch.gerlachcs.com
Bargen	gerlach-bargen@ch.gerlachcs.com
Basel-Weil-Autobahn Export	export.bwa@ch.gerlachcs.com
Basel-Weil-Autobahn Import	import.bwa@ch.gerlachcs.com
Basel-Weil UBF	ubf@ch.gerlachcs.com
Boncourt	gerlach-boncourt@ch.gerlachcs.com
Chiasso	gerlach.chiasso@ch.gerlachcs.com
Gondo	gerlach.gondo@ch.gerlachcs.com
Koblenz	gerlach-koblenz@ch.gerlachcs.com
Kreuzlingen	gerlach-kreuzlingen@ch.gerlachcs.com
Martigny	gerlach.martigny@ch.gerlachcs.com
Ponte Tresa	gerlach.pontetresa@ch.gerlachcs.com
Pratteln (ZE) CCT	gerlach-cct@ch.gerlachcs.com
Rheinfelden/Warmbach Export	gerlach-warmbach@ch.gerlachcs.com
Rheinfelden/Warmbach Import	gerlach-rheinfelden@ch.gerlachcs.com
Schaanwald	gerlach-schaanwald@ch.gerlachcs.com
St. Louis	gerlach-st.louis@ch.gerlachcs.com
St. Margrethen	gerlach-stm@ch.gerlachcs.com
Stabio	gerlach.stabio@ch.gerlachcs.com
Thayngen Export	export.thayngen@ch.gerlachcs.com
Thayngen Import	import.thayngen@ch.gerlachcs.com
Chavornay	gerlach-vallorbe@ch.gerlachcs.com
Wolfurt	gerlach-wolfurt@ch.gerlachcs.com

If another forwarding agent or customs office is used for deliveries of the Group D clause (Incoterms), the forwarder must be obliged to deliver **carriage paid to Wil** and **on our fixed terms**.

5. Required custom clearance documents

The following documents must be handed over by the supplier to the forwarder for import clearance:

Invoice (twofold) with the following information:

- our order number, reference and delivery address
- gross / net weights - and quantities
- Our article number
- Batch number with quantity
- country of origin with supplier declaration of origin per article
- customs tariff number/ HS-Code
- date and number of the EUR 1 certificate

As a consequence of absence/ incomplete custom clearance documents we will deduct the import tax from the amount invoiced.

Goods with swiss origin

- For goods originating in Switzerland, we expect a long term supplier declaration.

6. Transportation and packaging

The following accompanying documents are required to identify the transport containers:

Delivery note / CMR / packing list with the following information:

- Our order number
 - Our reference
 - Article number and name
 - Amount/ weight
 - Batch number
 - Best before date - if relevant to the product
 - enclose the original certificate of origin
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- Deliveries have to arrive on **EUR 1 Pallets, disposable pallets CP1 or CP5** without overhang. All other pallets can not be processed and shipments must be rejected.
 - Shipping containers can only be **unloaded from the back**.
 - In general, **one pallet should only consist of 1 article and 1 batch number**.
 - **Delivery certificates and Certificates of analysis** must be attached to the consignment.
 - **Correct packaging and labeling** in accordance with the legal provisions, specifications and packaging specifications of IGP Pulvertechnik AG must be ensured.
 - The **exact quantity must be visible on the containers** or on the goods. Differences in quantity are considered **non-compliance with this delivery instruction and are taken into account with penalty points in the supplier evaluation**.
 - The **delivery dates are considered as fixed arrival dates** and must be adhered to. Delivery date deviations are considered as **non-compliance with this delivery instruction and are taken into account with penalty points in the supplier evaluation**.
 - For special deliveries, exceptions in the choice of the transport container are possible after consulting the purchasing department.
 - **We do not accept any invoiced insurance cost.**

7. On delivery

We do not recommend stacking our products! If necessary, pay special attention that the lower levels are not deformed or damaged by the weight of the upper level.

Please ensure that a proper **bill of lading is available for signature upon arrival**. Delivery notes and packing lists must be present on delivery.

8. Violation against the forwarding instruction

These forwarding instructions are part of our general terms and conditions of purchase. Any additional cost from freight forwarder or supplier that arise outside of these delivery instructions, or by ignoring these instructions, are not accepted by us

Additional cost will be charged to those responsible.

IGP Pulvertechnik AG

We hereby confirm the receipt and the compliance with the above mentioned delivery instructions:

City, Date:

Signature:

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